



**INTERNATIONAL TRANSPORT FORUM
TRANSPORT MANAGEMENT BOARD**

Group on Road Transport

Draft Report by TURKEY on current state of implementation of the QUALITY CHARTER

APPENDIX I: Checklist on Implementation of CPC Manager and CPC Driver (initial and periodic training)

APPENDIX II: Checklist on training capacity

This document amends the Shadow Application submitted by Turkey [ITF/TMB/TR(2016)3/ADD20/REV].

It is presented under Draft Agenda Item 4 of the meeting of the Sub-Group to be held on 4 July 2017 in Paris, for information

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APPENDIX I: Checklist on Implementation of CPC Manager and CPC Driver (initial and periodic training)

Special provisions on qualification of MANAGERS	TURKEY
National qualification requirements for training	N/A
Requirements to compulsory training	Managers are obliged to receive CPC training and examination. Managers who graduate from certain departments of the universities are exempted from initial training and those who have experience of min. 5 years by 25.4.2004 are exempted from initial training and examinations.
Standard programme for compulsory training	In accordance with Regulation on Professional Competency for Road Transport Operations (the Regulation), curriculum programs of the trainings to be delivered as per the types of Professional Competency Certificates are determined by the Ministry in accordance with EU legislation (Article 24).
Compulsory examination requirements	Unless the manager has exemption, he/she has to enter the exam after the training.
Examinations procedure (oral, written, exempted)	Multiple choice based written test (practical examination is also possible if deemed necessary)
Examination body	Ministry of Transport, Maritime Affairs and Communications (MoTMAC) was the responsible authority for the examinations until 27.10.2016; this authority was transferred to the Ministry of National Education (MoNE) by a Protocol on this date.
National training centres approval procedures	National training centers are required to fulfil the conditions stated in the Regulation (Art.15). Then they apply the Ministry and eligible centres are granted the licence by the Ministry based on the quota defined for each district.
National training centres approved by the IRU Academy prepared to provide adequate training	N/A (National training centres are required to be approved by Turkish Ministry of Transport, Maritime Affairs and Communications and obtain a CPC License in order to provide training.) However, International Haulier's Association (UND) , which is approved by IRU academy, provides initial CPC training.
Other training providers	Private enterprises, chambers (of commerce, artisans, drivers and automobile owners at provincial level) and transport associations certified by the Ministry provide the trainings.
National certificate of professional competence	According to the Regulation, managers who receive the training and pass the exams are granted CPC by MoTMAC.
Certificate of the IRU Academy countersigned by the National competent authorities/ relevant Memorandum signed	N/A

Special provisions on qualification of DRIVERS	TURKEY
National qualification requirements to professional driver's training	N/A
Compulsory initial qualification requirements	Drivers who will be engaged in national/international transport operations are obliged to receive initial qualification training from a certified training centre and then be subject to examination. (Drivers who are graduate of a program on driving are exempted from initial training, and those who have at least 3 year experience before 25.2.2006 are exempted from initial training and exams)
Compulsory periodic training requirements	Periodic training is not compulsory yet, however according to Article 40 of the Regulation, periodic trainings may be required by the Ministry. <i>"The Ministry may impose an obligation to receive a periodical training covering the reflections of economical, technological and social developments on transport operations, and amended legislation for Professional Competency Certificate holders"</i> .
Standard programme of initial qualification	In accordance with the Regulation, curriculum programs of the trainings to be delivered as per the types of Professional Competency Certificates are determined by the Ministry in accordance with EU legislation (Article 24).
Standard programme of periodic training	N/A
Initial qualification compulsory examination requirements	Except those who are exempted by the Regulation, drivers are subject to examination and those wwho succeed the examinations will be eligible to receive CPC.
Periodic training compulsory examination requirements	N/A
Initial qualification examinations procedure (oral, written, exempted)	Multiple choice based written test (practical examination is also possible if deemed necessary)
Periodic training examinations procedure (oral, written, exempted)	N/A
Initial qualification examination body	Ministry of Transport, Maritime Affairs and Communications (MoTMAC) was the responsible authority for the examinations until 27.10.2016; this authority was transferred to the Ministry of National Education (MoNE) by a Protocol on this date.
Periodic training examination body	N/A

Special provisions on qualification of DRIVERS	TURKEY (Cont.)
Approval procedure of national training centres to provide initial qualification	National training centers are required to fulfill the conditions stated in the Regulation (Art.15). Then they apply the Ministry and eligible centres are granted the licence by the Ministry based on the quota defined for each district.
Approval procedure of national training centres to provide periodic training	N/A (CPCs are issued indefinitely, however according to Article 40 of Regulation on Professional Competency for Road Transport Operations periodic trainings may be required.)
National training centres approved by the IRU Academy prepared to provide initial qualification	N/A (National training centres are required to be approved by Turkish Ministry of Transport, Maritime Affairs and Communications and obtain a CPC License in order to provide training.) However, International Haulier's Association (UND) , which is approved by IRU academy, provides initial CPC training.
National training centres approved by the IRU Academy prepared to provide periodic training	N/A
Other training providers	Private enterprises, chambers (of commerce, artisans, drivers and automobile owners at provincial level) and transport associations certified by the Ministry provide the trainings.
National certificate of professional competence	According to the Regulation, drivers who receive the training and pass the exams are granted CPC by MoTMAC.
Distinguishing mark on the driving licence	N/A
Driver's qualification card	Separate driver (CPC) cards are issued for the qualified drivers.
Certificate of the IRU Academy countersigned by the National competent authorities/ relevant Memorandum signed	N/A

APPENDIX II: Checklist on training capacity

Please provide the following addition information on implementation of training capacity:

Background information on training institutions:

Real and/or legal entities, which will provide the professional competency training must receive Professional Competency Training Certificate (PSTC) from the Ministry (*Ministry of Transport, Maritime Affairs and Communications – MoTMAC- was the responsible authority; however, this authority – excluding training on ADR- was transferred to Ministry of National of Education -MoNA- on 27.10.2016 by a Protocol between two Ministries*). Only these entities or training institutions (TI) are allowed to provide the CPC training for drivers, senior executive (SE), mid-level executive (MLE) in transport business.

These Training Institutions are called Private Professional Competence Training Centers. These centers consist of private enterprises, chambers (of commerce, artisans, drivers and automobile owners at provincial level) and transport associations. Currently 383 TIs are operational.

Curriculum approved by the Ministry are applied at these TIs. Program portfolio depends on the type of the CPC; whether it is for drivers, senior executives or mid-level executives, or whether it is for domestic or international transport. However, courses include in genera; transport legislation, customs legislation, international agreements and conventions, passenger and freight transportation, obligations, safety of loading/unloading, insurance. Criteria for the training staff to be employed in these TIs are also defined by the Ministry. Since introduction of the Regulation on CPC in September 2004, 740.674 persons have received CPC training; 614.982 persons passed the exam.

Training specific information:

Types of Professional Competency Certificate are classified into three main categories as senior executive (SE), mid-level executive (MLE), and driver (DRV) type professional competency certificate.

Attendance to the classes is compulsory. Participants who are absent in 1/5 of the total class hours within a training term are deemed to have unregistered. Training of 28 hours for drivers (initial qualification) and 32 hours for senior and mid-level executive are required. Lesson plans are defined by the Ministry, teachers whose qualifications are also defined by the Ministry provide the education.

Currently, periodical trainings are not required by the Ministry; however, regulation on CPC is assumed to be amended soon and compulsory periodical trainings are planned to be included in this amendment.

Training facilities:

Trainings are provided at the classes of the training institutions, which are also inspected by the Ministry. Each training center should be equipped with at least 3 classrooms, a trainer's lounge, an executive director's office, an office services room, a Toilet, a Library, and a canteen or teahouse. Training centers also make available the necessary training equipment such as boards, PC, simulator etc.

Instructors' qualification:

- a) Academic staff of Turkish or foreign universities,
- b) Individuals who have worked as SE for at least 3 years in the activities under RTR,
- c) Individuals who have worked as the head of departments or with upper level roles in public institutions and organizations for at least 3 years,
- d) Individuals who have worked as executive or expert in the industry-related units of Turkish Union of Chambers and Commodity Exchanges and industry organizations for at least 5 years,
- e) Teachers working in high schools and their equivalents and those retired from such roles, and
- f) Those who have masters or PhD degrees may deliver the training related to their area of specialization in the training institutions.

Documents showing that such individuals are "specialists/experts" about the classes they will deliver are submitted to the Ministry by the training institution. The Ministry notifies the certificate holder institution about trainers if they deemed ineligible.

Examination procedures:

After receiving the education, trainers are subject to examination. Multiply-question test (consisting of min. 25, max. 50 questions) is applied to the trainees. If necessary, the Ministry may also require practical examination.

The Ministry announces the dates for the exams; before *27.10.2016*, examinations used to be carried out under the supervisions of officials from Ministry of Transport, Maritime Affairs and Communications; after the transfer of the authorities on CPCs, provincial directors of the Ministry of National Education will be in charge, assign commissions for the examinations and inspect these commissions. Those who pass the exams are informed to MoTMAC by *MoNA* and certificates are issued by MoTMAC.